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Candidate Information Pack

Deputy Director of Finance – Decision Support

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Section One

Letter from the Director of Finance &
Commercial Services



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Dear Candidate,

I am delighted that you have expressed an interest in the role. Since I joined the Force in August 2018, I have developed a clear view that Finance must play a pivotal role across the Force and wider stakeholder landscape, in demonstrating value for money. This role will directly support me in achieving that aim, and will have scope to shape and develop the finance function across the full spectrum of finance sub-specialisms. There is a lot to do, and no doubt will be challenging but conversely, also presents a fantastic opportunity to drive fundamental improvement, and as such, the ideal candidate will be someone who can inspire and motivate, see the bigger picture, self-motivated and partner me as Finance Director.

So, if this sounds like an opportunity for you, I look forward to receiving your application. I would also be happy to speak with you to provide additional context.

Best,

Tracey
Director of Finance & Commercial Services



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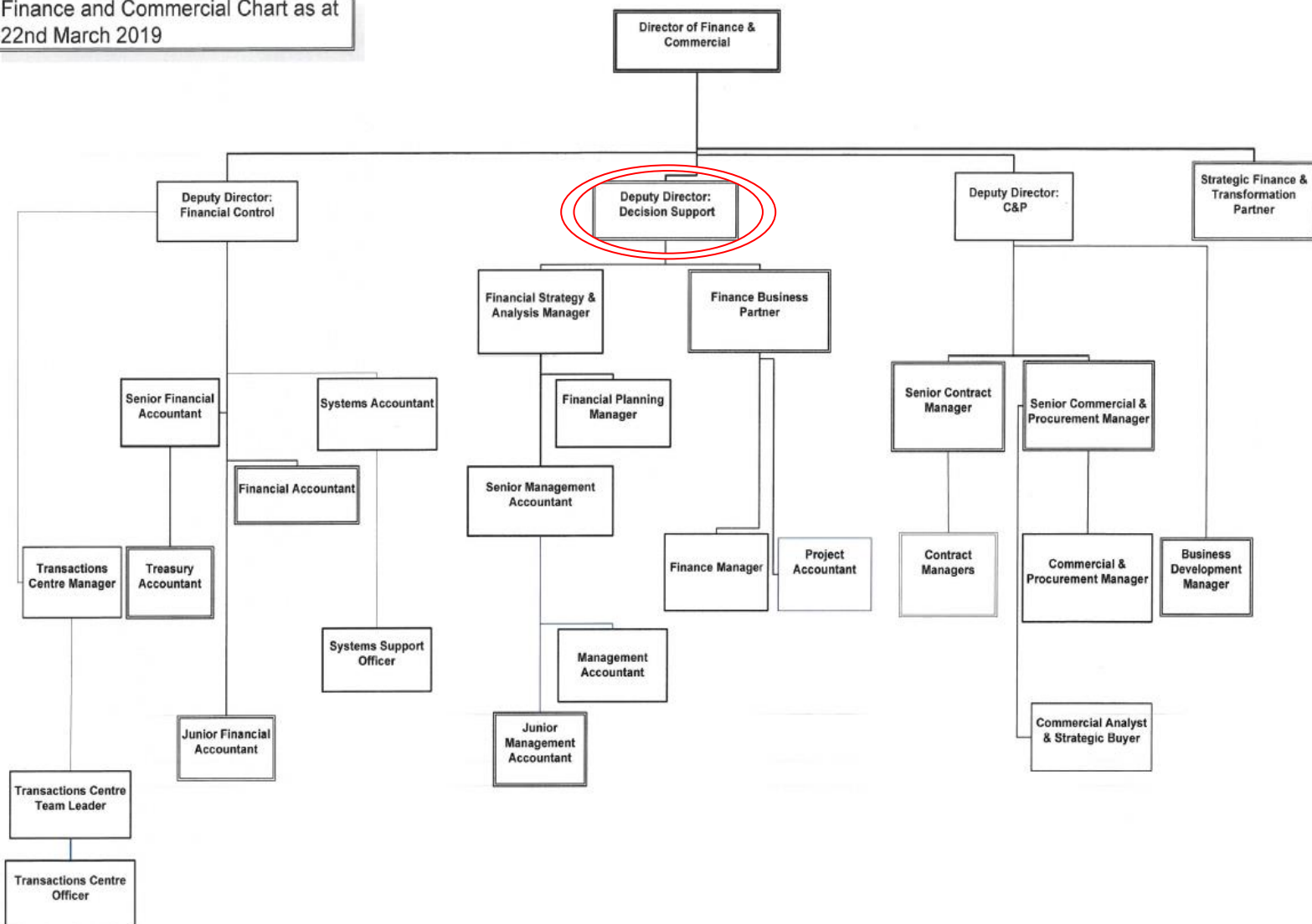
Section Two

Background information for the candidates

Background Information and Organisational Chart

As **Deputy Director: Decision Support** you will work under the management of the Director of Finance and Commercial Services who ultimately holds the reins of the organisation and ensures resources are used to optimum efficiency to secure positive results. Therefore the role of **Deputy Director: Decision Support** is an essential mechanism in supporting positive results as predominantly you will provide expert advice and insight to Chief Officers and Directors.

Finance and Commercial Chart as at 22nd March 2019





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Section Three

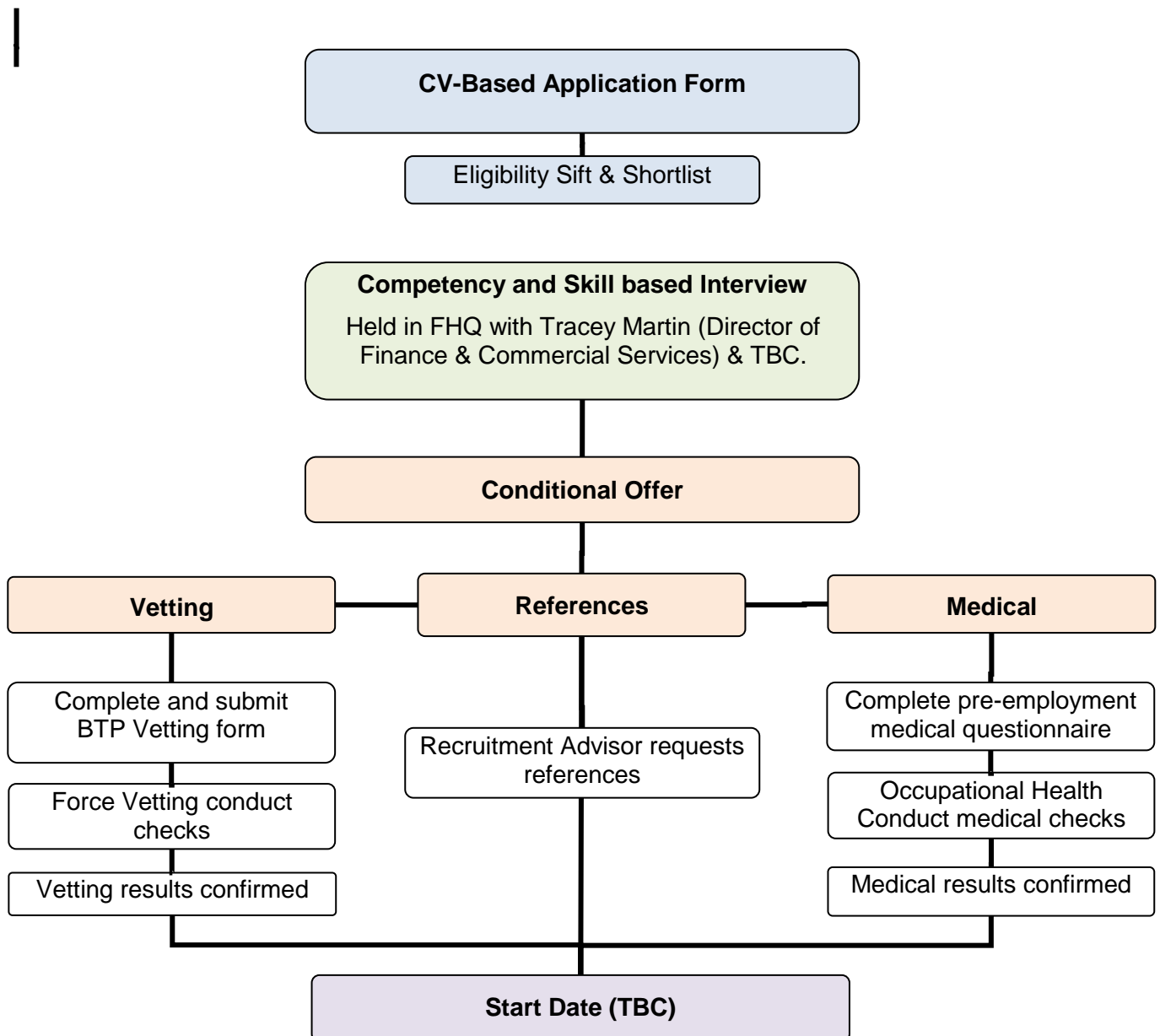
The Application & Recruitment Process

The Application

Please complete our CV Application form via the BTP Careers portal, as part of this application you will also be required to upload your most recent CV along with a cover letter within one document. Your covering letter should demonstrate you have the key qualities and attributes specified in the Job Description below as well as outline your motivation for this role.

The closing date for applications will be **To Be Confirmed at TBC.**

The Recruitment Process



If you have any questions regarding the application process please contact Grace Carter (Recruitment Advisor) at grace.carter@btp.pnn.police.uk or 0121 634 5630



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Section Four

Job Description



Role title: Deputy Director of Finance & Commercial Services

Accountable to: Tracey Martin (Director Finance & Commercial Services)

Role Purpose: The post holder will be responsible for the management of the Business Partner team, Management Information and Analytics team and the Financial Strategy team.

Principal Accountabilities:

1. Developing and leading on the annual budget and business planning cycle, including building in the impact of fiscal constraints, economic factors and the public sector fiscal outlook.
2. Developing strong financial management arrangements underpinned by effective financial controls to support and enable the delivery of the organisation's objectives.
3. Managing and preparing monthly and quarterly reporting to the Executive Board and Authority Finance Committee.
4. Analysing and resolving complex accounting problems thoroughly and making timely decisions.
5. Leading on defining, developing and delivering a suite of standard reports as well as the development and delivery of performance analytics for the finance function.
6. Leading on dealing with challenges to decisions on behalf of the Additional Accounting Officer, for example, from the National Audit Office, DfT, Select Committees and Public Accounts Committee.
7. Line managing direct reports, including performance management and personal development in accordance with BTP policies and procedures
8. Be an ambassador for the Department, representing the Finance Director as required.

Person Specification:

Essential Criteria

1. A member of one of the five Consultative Committees of Accounting Bodies (CCAB) i.e. ACCA, CIPFA, ICAEW, ICAI, or ICAS or a European or International equivalent qualification.
2. Experience in a senior responsible position within a finance function.
3. Experience of Financial reporting in a complex and/or geographically dispersed organisation.
4. Track record of building strong relationships with a wide range of internal and external organisations, partners and stakeholders working together to deliver

successful outcomes.

5. Experience of working as part of a senior management team.

Desirable Criteria

1. Understanding of central government or public sector financial reporting frameworks.
2. Previously managed projects and capital accounting.
3. Understands the organisations strategic and commercial aims and objectives.



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Section Five

Salary & Pension Information



Salary & Allowances

Terms

This will be a permanent appointment, subject to a 6-month probationary period. The role is based in BTP Force Headquarters, Camden, London.

Pay

BTP employees are paid every four weeks in arrears. Your basic pay earned in any four-weekly period will be paid within seven days of the expiry of each such period. Any enhancements or other monies due will normally be paid at the same time.

Salary on appointment	£82,134.29
London Weighting Allowance	£2,570
Total Package	£84,704.29

Pensions In BTP

You will be contractually enrolled in to the RPS, the final salary Railway Pension Scheme staff scheme.

Listed below are some of the advantages and details of the pension scheme:

- You will get a Pension for Life when you retire (exceptions such as early leavers or “opting out” apply)
- You can take a tax-free lump sum when you retire and your regular pension payments will then be calculated from your remaining Fund benefits
- You and your employer both pay into the pension pot. You contribute 10% and your employer contributes 15% of your pensionable salary
-
- When you retire, your pension will be based on final pensionable salary over your entire period of membership
- You can top up your retirement fund by making Additional Voluntary Contributions and you can choose how these are invested
- Your beneficiaries could get a lump-sum payment if you die in service (so it's really important you complete a Nomination form)

Benefits in BTP

- Private Medical Healthcare- Private medical care offered to employee and immediate family.
- Ability to purchase technology, gym membership, cycle to work bikes and more via our Choices Benefits Portal.
- 28 Days Annual (30 after 5 years of service in BTP)



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- Annual Season Ticket Loan- Interest Free loan to purchase a Season Ticket recovered via payroll.
- Eye Tests- Boots Opticians provide corporate eye care employees are entitled to a free eye test and £25.00 towards new glasses for VDU use.
- Generous Maternity/Paternity/ Adoption Leave Pay- Enhanced leave and pay entitlements for all employees that qualify.
- Employee Assistance Programme (EAP)- Free confidential counselling service provided for advice and information.
- Career Break- A break in service can be applied for by any employee that meets the minimum criteria.
- Flexible Working- Available to all employees.
- GAYE- Give as you Earn employees can elect to give to charity through their pay.